

Field Trip Bagged Lunch Standard Operating Procedure

Policy: Child Nutrition employees, teachers, other school staff, parents and volunteers will work together to ensure that field trip meals are safe to eat.

Teachers, other school staff, and parents will follow ordering procedures established by Child Nutrition.

Procedures:

The Child Nutrition site supervisor will:

1. Develop and share procedures for ordering meals.
2. Plan field trip meal menus with food safety in mind.
3. Process order from teacher, other staff member, or parent.
4. Arrange for an appropriate time and location for picking up field trip meals.
5. Obtain suitable portable cold storage units (such as coolers) and cooling devices such as ice packs that will keep cold food items at or below 41°F up to 4 hours.
6. Review safe handling procedures listed below with Child Nutrition staff and with those who are picking up meals, when possible.
7. Accept and inspect returned portable food transport units and other equipment used for meals.
8. Follow procedures for billing responsible teacher or staff member when portable cold storage units and/or other equipment items are not returned or are damaged when returned.
9. Return completed request form, packing slip, and rosters to District Child Nutrition Office with end of day paperwork after completion of field trip and equipment is returned to site cafeteria.

All school Child Nutrition staff that prepare and/or pack field trip meals will:

1. Follow standard operating procedures for personal hygiene and employee health reporting.
2. Prepare and pack meals according to the field trip order.
3. Follow standard operating procedures pertaining to food preparation which minimize contamination and the time potentially hazardous food (time/temperature control for food safety food) are held at temperatures between 41°F and 135°F.
4. Store components of field trip meals that must be refrigerated in cold storage units until time of pick up.
5. Use gloves or utensils to prevent bare hand contact when handling any ready-to-serve food items.
6. Place all potentially hazardous food (time/temperature control for food safety food) in portable cold storage units with ice packs or other devices to maintain temperature during holding.

Teachers, other school employees and volunteers who chaperone field trips will:

1. Observe appropriate food handling techniques such as:
 - Keeping cold items in portable food transport units (coolers) until time of meal service.
 - Washing hands prior to distributing meals.
 - Encouraging students to wash hands prior to meal service.
 - Serving meals within 4 hours of picking up meals from Child Nutrition.
2. Discard ALL leftover food items immediately following the meal service.
3. Return portable cold storage units with reusable ice packs and other equipment to Child Nutrition after returning from a field trip.